

## GRANT APPLICATION CHECKLIST

Tick	Work Item	Date	Who	Comments
	<b>Reviewing the Funding Notice</b>			
	Read the guidelines for overview of grantor requirements			
	Re-read guidelines to internalize instructions			
	Determine the required components of the proposal			
	<b>Planning Process</b>			
	Determine deadlines and establish timeline for developing proposal			
	Formulate team of professionals to assist with proposal development			
	Distribute application guideline forms, budget forms, assurance forms to team			
	Meet with team to begin conceptualizing and formulation of proposal sections			
	Review the literature			
	Develop Needs Assessment			
	Compile Needs Survey Results			
	Collect relevant local & national statistics			
	<b>Writing the Proposal</b>			
	Write a needs statement			
	Write measurable objectives			
	Write the workplan with timeline			
	Develop an evaluation plan			
	Address all required components in narrative			
	Edit and revise narrative			
	Organize appendices			
	Write the executive summary (abstract)			

Tick	Work Item	Date	Who	Comments
	<b>Support Data</b>			
	Contact partnering individuals and agencies for letters of commitment			
	Collect letters			
	Collect or develop position description(s)			
	Collect travel and personnel policies			
	Collect institutional capacity descriptions			
	Collect vitae for key personnel			
	<b>Budget Development</b>			
	Determine overall budget needs / categories			
	Determine in-state travel			
	Determine out-of-state travel			
	Determine per diem / lodging			
	Determine personnel costs for project director, coordinator, consultant(s), and clerical support			
	Determine subcontract costs			
	Determine indirect costs			
	Determine match or in-kind			
	Determine special project needs			
	Calculate and write budget detail			
	Write budget justification / narrative			
	Type budget forms			
	<b>Final Steps</b>			
	Develop table of contents, number pages			
	Assemble the original proposal			
	Copy and distribute proposal for specialist and administrative review			
	Revise based on review (if needed)			

Tick	Work Item	Date	Who	Comments
	Have assurances and forms signed			
	Have original proposal signed			
	Contact local SPOC for the inter-governmental review			
	Make team, partner, and funder copies			
	Send copies and/or thank-you's to all involved			
	Submit proposal to funder by the deadline			